1. Opening Code Operating Instructions for Multi-Code LARK Lock

(Opening codes must first be enabled by a Master or Sub-Master code. Opening codes have ID numbers 01 through to 40 inclusive.)

1.1 To Open Lock (Ensure the outer dial is fully to the left before starting.)

1.1.1 Press * until screen shows ILS. Screen displays ILS, red and green LED's light and buzzer sounds twice. The display then shows time delay period.

If the display shows ATL, CTNO or SCXX, the time lock is on guard and the lock cannot be opened, but if changing code or taking an audit, wait for red LED to go out.

If the low battery LB is displayed for 4 seconds before the time delay value appears, the lock will still operate correctly, but the batteries should be changed as soon as possible.

1.1.2 Now enter code e.g. 1,2,3,4,5,6 + your ID for example 07 followed by #.

If the code is correct the countdown will commence down to 00:00 and OPEn will then be displayed. The buzzer will sound and the green LED will flash.

1.1.3 While OPEn is displayed, re-enter code plus your ID and press #. If the correct code has been entered, the screen will display — — — — and the green LED will remain on permanently. The lock can then be opened for the next 6 seconds by turning the dial. Keep hold of the dial with one hand and turn the safe handle with the other to open the safe door.

NOTE: If at any time you wish to cancel the countdown press the * key.

1.2 Changing the Opening Code.

1.2.1 Wake up the lock as in 1.1.1 above. Enter your current opening code plus ID followed by □. The screen will then display your (ID) E (E is for enter e.g.: 07E) and the red LED will be on.

1.2.2 Enter new code e.g.: 1,2,3,4,5,6, plus your ID followed by #. The screen then changes to (ID)C (for example 07C, C is for confirm) and the green LED also comes on.

1.2.3 Enter new code again plus your ID followed by #. After 1 – 2 seconds the buzzer will sound several times, the screen will show ≡ ≡ ≡ ≡ and both LED's will flash. This indicates that the new code has been accepted.

1.3 Short Close

1.3.1 Wake up lock as in 1.1.1.

1.3.2 Press small padlock button (top left of keypad). Display shows SC:XX, where XX is the short close period in minutes.

1.3.3 Press # to accept this function. Display shows Code.

1.3.4 Enter current code plus your ID followed by #. The display shows ConF.

1.3.5 Press small padlock button again to confirm short close required.

1.3.6 The display will then show SC and the time period left before the lock can once again be opened. The display will then go blank. On pressing the * the screen will show the current time remaining after the SC.

1.4 Close Till Next Open (Ctno)

1.4.1 Wake up the lock as in 1.1.1.

1.4.2 Press the large padlock button (top right of keypad). The display shows Ctno for 1 second then Code.

1.4.3 Enter current code plus your ID followed by #. The display shows ConF.

1.4.4 Press the large padlock button again to confirm selection.

1.4.5 The lock is now locked until the next pre-programmed time opening. (For example 8'Oclock the following morning.)

1.5 Changing Batteries

1.5.1 Place your fingers gently on the battery holder and press down, whilst using a small screwdriver to undo the top screw, approximately 12 full turns.

1.5.2 Pull the battery holder up using the finger grips.

1.5.3 Change batteries using only **DURACELL TYPE 'AA' (MN 1500)** batteries making sure to insert the **correct way round** as marked in the holder.

1.5.4 Re-fit holder, hold down firmly and re-tighten the screw. **Do not over tighten the screw.**

2. Audit Code Operating Instructions.

(Audit codes are on default: 4848484<u>8</u> & 4949494<u>9</u>. Audit codes can only take an Audit and change their code. They are ID codes 48 and 49.) **THEY CANNOT OPEN THE LOCK.**

2.1 To Take an Audit

2.1.1 Press * until screen shows ILS. Screen displays ILS, red and green LED's light and buzzer sounds twice. The display then shows time delay period.

If the display shows ATL, CTNO or SCXX the time lock is on guard and the lock cannot be opened, but if changing code or taking an audit, wait for red LED to go out.

If the low battery LB is displayed for 4 seconds before the time delay value appears, the lock will still operate correctly, but the batteries should be changed as soon as possible.

2.1.2 Put the jack plug of the audit storage module into the socket on the front of the keypad.

2.1.3 Enter your 6 digit code plus your ID (48 or 49).

2.1.4 Press the printer key, the screen will then show Audt for one second and then ConF.

2.1.5 Press the printer key again to confirm. The screen then shows Aud and a segment of the last display sector will move around indicating that the information is being down loaded to the storage module.

2.1.6 On completion the screen will show ≡ ≡ ≡ ≡ and the buzzer will sound and the LED will flash.

2.1.7 Remove the audit storage module from the jack socket and take back to transfer audit to your computer. See below.

2.2 Changing your Audit Code

2.2.1 Wake up the lock as in 2.1.1.

2.2.2 Enter your existing code followed by your ID (48 or 49).

2.2.3 Press the □ square. The screen will show your IDE (e.g.: 48E) and the red LED will be on. "E" is for enter.

2.2.4 Enter a new 6 digit code plus your ID then #.

2.2.5 The screen will now show your IDC (e.g.: 48C). C is for confirm, so re-enter your new code plus your ID then #. After 1 – 2 seconds the buzzer will sound several times, the screen will show ≡ ≡ ≡ ≡ and both LED's will flash. This indicates that the new code has been accepted.

2.3 Transferring Audit to your Computer.

2.3.1 Take the audit storage module and plug the jack into the socket in your computer lead.

2.3.2 Go to your LARK audit and programming software in your computer. (See separate instructions for installation into your computer.)

2.3.3 Place the cursor over the View Audit box and click left mouse button. After about 30 seconds you will see the full audit report on screen.

3. Engineering Code

This has 3 Safeguards:

1 It can not open the lock on its own.
2 It has to be enabled by a Master or Sub-Master code.
3 It has to have an opening code entered before it is used.

It is to open in engineering hours when ATL is displayed, if required.

3.1.1 Press * until screen shows ILS. Screen displays ILS, red and green LED's light and buzzer sounds twice. The screen shows ATL for Automatic Time Lock. Wait for the red LED to go out.

3.1.2 Enter a valid opening code plus ID and press the #.

3.1.3 Enter within 10 seconds the Engineering code plus 00 (ID) and the #.

3.1.4 If the code is correct the countdown will commence down to 00:00 and OPEn will then be displayed. The buzzer will sound and the green LED will flash.

3.1.5 While OPEn is displayed, re-enter Engineering code plus 00 and press #. If the correct code has been entered, the screen will display — — — — and the green LED will remain on permanently. The lock can then be opened for the next 6 seconds by turning the dial. Keep hold of the dial with one hand and turn the safe handle with the other to open the safe door.

NOTE: If at any time you wish to cancel the countdown press the * key.

3.2 Changing Engineering Code

3.2.1 Press * until screen shows ILS. Screen displays ILS, red and green LED's light and buzzer sounds twice.

3.2.2 Enter your existing code followed by your ID (00).

3.2.3 Press the □ square. The screen will show your IDE (eg: 00E) and the red LED will be on. "E" is for enter.

3.2.1 Enter a new 6 digit code plus your ID then #.

3.2.5 The screen will now show your IDC (e.g.: 00C). C is for confirm, so re-enter your new code plus your ID then #. After 1 – 2 seconds the buzzer will sound several times, the screen will show ≡ ≡ ≡ ≡ and both LED's will flash. This indicates that the new code has been accepted.

4. Cash carry Code Operating Instructions

(The cash carry code must first be enabled by a Master or Sub-Master code. The code has the ID numbers 41.)

The cash carry code can over-ride the time delay but not the time lock.

4.1 To Open Lock (Ensure the outer dial is fully to the left before starting)

4.1.1 Press * until screen shows ILS. Screen displays ILS, red and green LED's light and buzzer sounds twice. The display then shows time delay period.

If the display shows ATL, CTNO or SCXX the time lock is on guard and the lock cannot be opened, but if changing code or taking an audit, wait for red LED to go out.

If the low battery LB is displayed for 4 seconds before the time delay value appears, the lock will still operate correctly, but the batteries should be changed as soon as possible.

4.1.2 Now enter code e.g. 1,2,3,4,5,6 + your ID (41) followed by #.

4.1.3 If the correct code has been entered, the screen will display — — — — and the green LED will remain on permanently. The lock can then be opened for the next 6 seconds by turning the dial. Keep hold of the dial with one hand and turn the safe handle with the other to open the safe door.

4.2 Changing the cash carry Code.

4.2.1 Wake up the lock as in 4.1.1 above. Enter your current opening code plus ID (41) followed by □. The screen will then display your (41)E (E is for enter) and the red LED will be on.

4.2.2 Enter new code e.g.: 1,2,3,4,5,6, plus your ID(41) followed by #. The screen then changes to (41)C (C is for confirm) and the green LED also comes on.

4.2.3 Enter new code again plus your ID(41) followed by #. After 1 – 2 seconds the buzzer will sound several times, the screen will show ≡ ≡ ≡ ≡ and both LED's will flash. This indicates that the new code has been accepted.

5. Sub-Master Code – Operating Instructions

Sub-Master code must first be enabled by a Master Code. These codes have ID numbers 42 through to 47 inclusive. They can change Opening, Audit, Engineering, cash carry codes and take an audit. They can also transfer a new time locking program from the programming module. **THEY CANNOT OPEN THE LOCK**.

5.1 Changing your Sub-Master Code

5.1.1 Press * until screen shows ILS. Screen displays ILS, red and green LED's light and buzzer sounds twice. The display then shows time delay period.

If the display shows ATL, CTNO or SCXX the time lock is on guard and the lock cannot be opened, but if changing code or taking an audit, wait for red LED to go out.

If the low battery LB is displayed for 4 seconds before the time delay value appears, the lock will still operate correctly, but the batteries should be changed as soon as possible.

5.1.2 Enter your Sub-Master code plus ID followed by □. The screen will then display your (ID)E (E is for enter e.g.: 42E) and the red LED will be on.

5.1.3 Enter new code e.g.: 1,2,3,4,5,6, plus your ID followed by #. The screen then changes to (ID)C (42C for example C is for confirm) ,the green LED also comes on.

5.1.4 Enter new code again plus your ID followed by #. After 1 – 2 seconds the buzzer will sound several times, the screen will show ≡ ≡ ≡ ≡ and both LED's will flash. This indicates that the new code has been accepted.

5.2 Enabling/Disabling or Changing an Opening, Audit, cash carry or Engineering Code

5.2.1 Wake up the lock as in 4.1.1 above. Enter your Sub-Master code plus ID followed by □. The screen will then display your (ID)E (E is for enter e.g.: 42E) and the red LED will be on.

5.2.2 Press the □ square again and the screen will show Id_ _.

5.2.3 Enter the ID of the code you wish to change or enable/disable. Remember the Engineering code is 00, the Opening codes are 01 through to 40, code 41 is the cash carry code, and the Audit codes are 48 and 49. To upload from code module press "PRINTER #, # then the square".

5.2.4 Press the # and the screen will show the ID number and E (for enter). For example 07E Y. Y for enable of N for not enabled

5.2.5 Enter new code e.g.: 1,2,3,4,5,6, plus the ID followed by #. The screen then changes to (ID)C (for example 07C, C is for confirm) and the green LED also comes on.

NOTE: Setting 000000 plus the ID disables that code.

5.2.6 Enter new code again plus the ID followed by #. After 1 – 2 seconds the buzzer will sound several times, the screen will show ≡ ≡ ≡ ≡ and both LED's will flash. This indicates that the new code has been accepted.

NOTE: The screen will then return to Id_ _. To continue enter next ID. To escape press *.

5.3 To Down Load a New Time Lock Weekly Program

NOTE: You cannot do this if the time lock is already on guard.

5.3.1 With your programming module programmed via your computer (see separate programming and audit software instructions), insert the jack plug into the socket on the front of the keypad.

5.3.2 Wake up the lock as in 4.1.1 above. Enter your current Sub-Master code plus ID followed by □. The screen will then display your (ID)E (E is for enter e.g.: 41E) and the red LED will be on.

5.3.3 Press □ square again and the screen will show Id_ _.

5.3.4 Press □ square again and the screen will show UpdP (for up date program).

5.3.5 Press # screen shows UPCP for confirm. Then press □ square again. Screen will show CPYP for copying program for approximately 10 seconds.

5.3.6 On completion the screen will show ≡ ≡ ≡ ≡ and the buzzer will sound and the LED will flash.

NOTE: We recommend that an audit is taken to confirm that the new program is as you wanted.

5.4 Taking an Audit

5.4.1 Press * until screen shows ILS. Screen displays ILS, red and green LED's light and buzzer sounds twice. The display then shows time delay period.

If the display shows ATL, CTNO or SCXX the time lock is on guard and the lock cannot be opened, but if changing code or taking an audit, wait for red LED to go out.

If the low battery LB is displayed for 4 seconds before the time delay value appears, the lock will still operate correctly, but the batteries should be changed as soon as possible.

Put the jack plug of the audit storage module into the socket on the front of the keypad.

5.4.1 Enter your 6 digit code plus your ID.

5.4.2 Press the printer key, the screen will then show Audt for one second and then ConF.

5.4.3 Press the printer key again to confirm. The screen then shows Aud and a segment of the last display sector will move around indicating that the information is being down loaded to the storage module.

5.4.4 On completion the screen will show ≡ ≡ ≡ ≡ and the buzzer will sound and the LED will flash.

5.4.5 Remove the audit storage module from the jack socket and take back to transfer audit to your computer. See below.

5.5 Transferring Audit to your Computer.

5.5.1 Take the audit storage module and plug the jack into the socket in your computer lead.

5.5.2 Go to your LARK audit and programming software in your computer. (See separate instructions for installation into your computer.)

5.5.3 Place the cursor over the [View Audit] box and click left mouse button. After about 30 seconds you will see the full audit report on screen.

6. Master Code – Operating Instructions

The Lark comes with a factory set Master Code of 505050 50. The last two digits being the code ID – 50. You must change this code as soon as possible keeping the last 2 digits as your ID. The Master code can enable/disable and change Opening, Sub-Master, Audit, cash carry and Engineering codes. It can also take an audit and down load a new time lock program. **IT CANNOT OPEN THE LOCK**.

6.1 Changing Your Master Code

6.1.1 Press * until screen shows ILS. Screen displays ILS, red and green LED's light and buzzer sounds twice. The display then shows time delay period.

If the display shows ATL, CTNO or SCXX the time lock is on guard and the lock cannot be opened, but if changing code or taking an audit, wait for red LED to go out.

If the low battery LB is displayed for 4 seconds before the time delay value appears, the lock will still operate correctly, but the batteries should be changed as soon as possible

6.1.2 Enter your Master code plus ID followed by □. The screen will then display your (ID)E (E is for enter e.g.: 50E) and the red LED will be on.

6.1.3 Enter new code e.g.: 1,2,3,4,5,6, plus your ID followed by #. The screen then changes to 50C (C is for confirm) and the green LED also comes on.

6.1.4 Enter new code again plus your ID followed by #. After 1 – 2 seconds the buzzer will sound several times, the screen will show ≡ ≡ ≡ ≡ and both LED's will flash. This indicates that the new code has been accepted.

6.2 Changing, Enabling/Disabling a Sub-Master, Opening, Engineering, cash carry or Audit Code.

6.2.1 Wake up the lock as in 5.1.1 above. Enter your Master code plus ID followed by □. The screen will then display your (ID)E (E is for enter e.g.: 50E) and the red LED will be on.

6.2.2 Press the □ square again and the screen will show Id_ _.

6.2.3 Enter the ID of the code you wish to change or enable/disable. Remember the Engineering code is 00, the Opening codes are 01 through to 40, the cash carry code is 4, the sub-Master codes are 42 through to 47, and the Audit codes are 48 and 49. To up load from the module press "PRINTER #. #(to confirm) then the square"

6.2.4 Press the # and the screen will show the ID number and E (for enter). For example 07E Y. Y for enable of N for not enabled.

6.2.5 Enter new code e.g.: 1,2,3,4,5,6, plus the ID followed by #. The screen then changes to (ID)C (for example 07C, C is for confirm) and the green LED also comes on.
NOTE: Setting 000000 plus the ID disables that code.

6.2.6 Enter new code again plus the ID followed by #. After 1 – 2 seconds the buzzer will sound several times, the screen will show ≡ ≡ ≡ ≡ and both LED's will flash. This indicates that the new code has been accepted.

6.3 To Down Load a New Time Lock Weekly Program

NOTE: You cannot do this if the time lock is already on guard.

6.3.1 With your programming module programmed via your computer (see separate programming and audit software instructions), insert the jack plug into the socket on the front of the keypad.

6.3.2 Wake up the lock as in 5.1.1 above. Enter your current Master code plus ID followed by □. The screen will then display your (ID)E (E is for enter e.g.: 50E) and the red LED will be on.

6.3.3 Press □ square again and the screen will show Id_ _.

6.3.4 Press □ square again and the screen will show UpdP (for up date program)

6.3.5 Press # screen shows UPCP for confirm. Then press □ square again. Screen will show CPYP for copying program for approximately 10 seconds.

6.3.6 On completion the screen will show ≡ ≡ ≡ ≡ and the buzzer will sound and the LED will flash.

NOTE: We recommend that an audit is taken to confirm that the new program is as you wanted.

6.4 Taking an Audit

6.4.1 Press * until screen shows ILS. Screen displays ILS, red and green LED's light and buzzer sounds twice. The display then shows time delay period.

6.4.2 If the display shows ATL, CTNO or SCXX the time lock is on guard and the lock cannot be opened, but if changing code or taking an audit, wait for red LED to go out.

6.4.3 If the low battery LB is displayed for 4 seconds before the time delay value appears, the lock will still operate correctly, but the batteries should be changed as soon as possible.

6.4.4 Put the jack plug of the audit storage module into the socket on the front of the keypad.

6.4.5 Enter your 6 digit code plus your ID.

6.4.6 Press the printer key, the screen will then show Audt for one second and then ConF.

6.4.7 Press the printer key again to confirm. The screen then shows Aud and a segment of the last display sector will move around indicating that the information is being down loaded to the storage module.

6.4.8 On completion the screen will show ≡ ≡ ≡ ≡ and the buzzer will sound and the LED will flash.

6.4.9 Remove the audit storage module from the jack socket and take back to transfer audit to your computer. See below.

6.5 Transferring Audit to your Computer.

6.5.1 Take the audit storage module and plug the jack into the socket in your computer lead.

6.5.2 Go to your LARK audit and programming software in your computer. (See separate instructions for installation into your computer.)

6.5.3 Place the cursor over the View Audit box and click left mouse button. After about 30 seconds you will see the full audit report on screen.